

City of Chattanooga, TN
Personnel Class Specification

Class Code 0195

FLSA: Exempt

CLASSIFICATION TITLE: FACILITIES SUPERINTENDENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/specialized work functions associated with providing building systems analysis, maintenance/construction planning, preventive maintenance planning, and building maintenance support to city departments.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises general building maintenance activities and contracted service activities; provides building systems analysis, maintenance/construction planning, preventive maintenance planning, and building maintenance support to city departments.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations; coordinates training activities.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Coordinates department work activities with those of other departments, contractors, or other individuals.

Coordinates department projects; organizes and prioritizes department activities; makes work assignments; monitors status of work in progress; inspects completed work.

Supervises maintenance work and construction projects performed by inhouse staff and outside contractors.

Drafts construction plans and prints for projects; writes specifications for projects, contracted services, equipment and materials.

Attends/conducts pre-bid conferences; attends bid openings; reviews lease/contract agreements.

Prepares cost estimates for construction work, repairs, and materials.

Monitors inventory levels of equipment, supplies, and materials; initiates orders for new or replacement materials.

Prepares preventive maintenance schedules for equipment.

Researches, reviews, and evaluates building data, product designs, and new products.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Develops and implements departmental budget; monitors expenditures.

Prepares or completes various forms, reports, correspondence, work orders, vouchers, requisitions, purchase orders, schedules, specifications, drawings, plans, performance appraisals, or other documents.

Receives various forms, reports, correspondence, work/project requests, invoices, budget reports, specifications, contract/lease proposals, drawings, blueprints, diagrams, codes, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing or other software programs.

Operates a variety of equipment and tools associated with department activities, which may include a utility vehicle, bucket truck, meters, mechanic tools, electrical tools, diagnostic instruments, and drafting instruments.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with manager, other departments, contractors, vendors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Picks up and delivers supplies and materials.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in building engineering, building maintenance, and construction; supplemented by three (3) to five (5) years previous experience and/or training that includes building maintenance, construction, and project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, electric currents, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.